

**SECRET**

63-359

14 JAN 1963

MEMORANDUM FOR: Chief, Salary and Wage Division, OP  
VIA : Director of Personnel  
SUBJECT : USIB Executive Secretariat, O/DCI-  
Desk Audit

It is requested that a desk audit be made of the several positions in the USIB Executive Secretariat, Office of the Director, and that appropriate job descriptions be prepared.

In a Fitness Report recently submitted on a member of the Secretariat, the Rating Officer referred to the enlarged scope and nature of duties and responsibilities assigned to the employee. Subsequently, he made inquiry concerning the possibility of upgrading the particular position. It is believed that an evaluation of all Secretariat positions would be helpful in determining the justification for the recommended action.

Signed  
LYMAN B. KINGPATRICK  
Executive Director

Concur:

Signed

Exec. Secy, USIB

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FORM NO. 237  
1 APR 55

Replaces Form 30-4  
which may be used.

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